

## **STORMWATER PROGRAM MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The Stormwater Program Manager is responsible for the development, implementation and coordination of a Municipal Stormwater Management Program as mandated by the United States Environmental Protection Agency and the New York State Department of Environmental Conservation. The incumbent ensures compliance with federal, state and local regulations, permits and participates in the municipality's program including regulatory audits, community education, plan review, field inspection, illicit discharge and actions to remedy violations. This position performs work under the direction of the Engineer. Supervision is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops and implements the Stormwater Management Program;
- Coordinates the efforts of municipal departments to achieve regulatory compliance which includes the training of municipal staff in storm-water related best management practices;
- Conducts inspections and directs maintenance of municipal storm-water facilities and systems;
- Serves as the program contact person with regulatory agencies, the Stormwater Coalition of Albany County and the public;
- Reviews inspection of construction plans for stormwater issues;
- Performs inspection of construction sites and documents findings and provides appropriate recommendations for further actions;
- Conducts field inspection for compliance with stormwater requirements;
- Investigates complaints and incidents of illicit discharge and water retention issues;
- Documents the municipality's conformance with the Stormwater Management Program and prepares the annual report;
- Participates in technical studies using Geographic Information Systems (GIS) and Ground Positioning Systems (GPS), which aid in the collection, tabulation and analysis of infrastructure planning data to produce maps, charts, graphs and reports for the municipality and the public;
- Collaborates with appropriate U.S. Environmental Protection Agency and New York State Department of Environmental Conservation personnel and coordinates follow-up action;
- Maintains records and prepares high level analytical reports as required;
- May prepare comprehensive reports and makes public presentations as required;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, practices and procedures of municipal storm-water management;

- Thorough knowledge of the laws, rules, regulations, policies and procedures governing municipal storm-water management programs;
- Good knowledge of the physical and geographic make-up of the municipality;
- Working knowledge of GIS/GPS equipment and technology;
- Ability to apply knowledge to the planning, design, inspection and evaluation of construction sites and storm-water control structures;
- Ability to understand construction plans and specifications;
- Ability to understand and convey complex oral and written directions;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position (extensive field work).

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree (or higher) in Natural Resource Management, Construction Management, Environmental Science, Geography, Geology, Civil Engineering, Environmental Engineering or a related field and one (1) year of experience in performing site inspections and environmental impact analysis; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Natural Resource Management, Construction Management, Environmental Science, Geography, Geology, Civil Engineering, Environmental Engineering or a related field and three (3) years of experience in performing site inspections and environmental impact analysis; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

- Must possess a valid NYS Driver’s License at the time of appointment and for the duration of employment.
- Must become certified as a Professional in Erosion and Sediment Control (CPESC) within one year of appointment.